



AMENITY DONATION PROGRAM APPLICATION

Thank you for your interest in our program. This Amenity Donation Program was established to give citizens the opportunity to assist the Division of Parks and Recreation (Division) in maintaining, replacing or adding to park amenities through donations. In return, the citizens have the opportunity to recognize someone or thing through installation/renovation of a park amenity and placement of a recognition plaque in a park.

The Division's goal is to replace/repair amenities where the greatest need is. Recognition plaques may be placed in your requested location; however, the donation may be used for another site. The Division of Parks and Recreation's priority is to renovate existing amenities. New amenity locations will be considered on a case-by-case basis. The Division retains the right to make all final decisions on location and renovation of existing amenities.

I am interested in donating to the Amenity Donation Program. I have enclosed 1/2 of the total cost with this application (check made payable to the City of Saint Paul). I understand that I will be billed for the balance after the amenity has been renovated or installed. I also understand that I am responsible for providing the plaque and forwarding it to the Division. It must be received prior to installation of the amenity.

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Daytime Telephone No. _____

Fax No.: _____ Email Address: _____

Donation in memory/ honor of: _____

Location requested: _____

My choice of an amenity is:

_____ Concrete & Wood Bench - \$2,000 _____ Ornamental Bench - \$3,000 _____ Picnic Table - \$3,000

_____ Deciduous Tree (3-1/2" diameter) - \$750 _____ Evergreen (6') - \$750 _____ Evergreen (8') - \$1,000

_____ Other _____ Price to be determined on a case-by-case basis

This application is being submitted with the understanding and acceptance of the following conditions:

- Amenity type must match park decor as determined by the Division.
- Recognition plaque remains in place as long as it exists in good condition, as determined by the Division.
- Participants are responsible for any repairs or replacement of the plaque.
- The Division will repair and maintain the amenity for the term of the recognition plaque. (Trees have a three (3) year guarantee period and will be replaced only once.)
- The Division retains the right to relocate or remove amenity and/or plaque. The Division is not responsible for the condition or continuing existence of the plaque.

Signature

Date

Recognition Plaque shall be bronze 12" wide by 10" high and 3/8" thick for all amenities except tree recognition plaques which will be bronze 10" wide by 8" high and 3/8" thick. It is the responsibility of the participant to purchase the plaque. (Typical cost \$350 - \$500). Verbiage must be approved by the Division prior to the plaque being made. Placement of the plaque will be determined by the Division, typically adjacent to the amenity and adhered to a concrete slab.

Please return completed application to Karen Clark, 1100 Hamline Avenue North, Saint Paul, MN 55108

For office use only. Staff assigned: _____ Date of On-Site Meeting: _____

Date application and first payment received: _____ Check No. _____ Amount: _____

Date final payment received: _____ Check No. _____ Amount: _____

Date Plaque received: _____ Date work order issued: _____ Date installed: _____

Date GIS notified: _____ Date Database information entered: _____